

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/14/2019		2. CONTRACT NO. (If any) EP-C-16-008		6. SHIP TO:	
3. ORDER NO. 68HERC19F0139		4. REQUISITION/REFERENCE NO. PR-OW-19-00309		a. NAME OF CONSIGNEE AWPB-MB	
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US EPA-OW-OWOW-AWPD-MB 1200 PENNSYLVANIA AVE., NW MC-4503-T	
				c. CITY WASHINGTON	e. ZIP CODE 20460
7. TO: William J Arnold				f. SHIP VIA	
a. NAME OF CONTRACTOR GREAT LAKES ENVIRONMENTAL CENTER, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 739 HASTINGS STREET				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY TRAVERSE CITY		e. STATE MI	f. ZIP CODE 496863458	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OW	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2022	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 800884181 TOCOR: Lareina Guenzel Max Expire Date: 09/30/2022 Invoice Approver: Lareina Guenzel Alt Invoice App: Hugh Sullivan Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$1,337,800.00	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME RTP Finance Center						(b)(4)	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts							
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature) 05/14/2019

ELECTRONIC SIGNATURE

23. NAME (Typed)
Nicholas Bisher
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
05/14/2019	EP-C-16-008	68HERC19F0139

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 02/01/2020 to 09/30/2022 ***Optional Form 347, Box 11. Business Classification should indicate that Great Lakes Environmental Center is a "small" business. However, it is marked as "other than small" business due to a system error. *** BASE PERIOD: Task Order Ceiling and Funding: Provide services in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification" Accounting Info: 19-E1-87FM-000B06XP1-2505-1987ME9006-0 01 BFY: 19 Fund: E1 Budget Org: 87FM Program (PRC): 000B06XP1 Budget (BOC): 2505 DCN - Line ID: 1987ME9006-001 Funding Flag: Complete Funded: (b)(4)				(b)(4)	
0002	BASE PERIOD: Sample Quantity in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification" 1 sample = 1 unit. (Not Separately Priced)	(b)(4)			(b)(4)	
0003	OPTION A Optional Samples: in accordance with the attached Performance Work Continued ...				(b)(4)	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					(b)(4)	

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 05/14/2019	CONTRACT NO. EP-C-16-008	ORDER NO. 68HERC19F0139
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0004	Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification" (b)(4) optional samples priced (b)(4) per sample for a total of (b)(4) (Option Line Item) 09/30/2022 OPTION A Samples: Quantity Options in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification" (b)(4) (b)(4) (Option Line Item) 09/30/2022 (Not Separately Priced)	(b)(4)			(b)(4)	
0005	OPTION B Optional Samples: in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification" (b)(4)				(b)(4)	
0006	OPTION B Samples: Quantity Options in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification" (b)(4)	(b)(4)			(b)(4)	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					(b)(4)	

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
05/14/2019

CONTRACT NO.
EP-C-16-008

ORDER NO.
68HERC19F0139

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	(b)(4)					
	(b)(4)					
	(Option Line Item) 09/30/2022 (Not Separately Priced)					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

SECTION F - Deliveries or Performance.....	6
F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE	6
SECTION G - Contract Administration Data.....	7
G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES	7
SECTION J - List of Documents, Exhibits and Other Attachments.....	8

SECTION F - Deliveries or Performance

F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance of this contract shall be from 2/1/20120 through 9/30/2022 inclusive of all required reports.

SECTION G - Contract Administration Data

G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order Contracting Officer's Representatives (TOCORs) for this contract are as follows:

Lareina Guenzel, 202-566-0455, Guenzel.lareina@epa.gov

Hugh Sullivan, 202-564-1763, sullivan.hugh@epa.gov

Contracting Officials responsible for administering this contract are as follows:

Nicholas Bisher, 513-487-2652, bisher.nicholas@epa.gov

SECTION J - List of Documents, Exhibits and Other Attachments

Attachment Number	Title	Date
1	Attachment 1 – Performance Work Statement	5/7/2019
2	Attachment 2 – GLEC Points of Contact	5/7/2019

Performance Work Statement
Technical Support for National Aquatic Resource Surveys (NARS 2)
Task Order TBD

TITLE: National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification

A. EPA PERSONNEL

Task Order Contracting Officer Representative (TOCOR):

Name: **Lareina Guenzel**
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/Assessment and Watershed Protection
Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Phone: 202-566-0455
E-mail: Guenzel.lareina@epa.gov

Alternate Task Order Contracting Officer Representative (ALT-TOCOR):

Name: **Hugh Sullivan**
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/Assessment and Watershed Protection
Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Phone: 202-564-1763
E-mail: sullivan.hugh@epa.gov

B. PERIOD OF PERFORMANCE

February 1, 2020 through September 30, 2022

C. TASK ORDER TYPE

Firm Fixed Price

I. BACKGROUND:

The U.S. EPA, states and other partners are planning the third survey of the nation's estuarine and Great Lake resources to provide regional and national data on their condition. The National Coastal Condition Assessment (NCCA) 2020 is designed to evaluate conditions in the nation's coastal waters. Field crews from EPA, States, Tribes and contractors will collect field samples of benthic macroinvertebrates from bottom substrates from multiple sites. EPA and partners may also collect samples from a smaller number of sites in 2021 as a pilot (up to 100).

EPA arranges for laboratory support for processing benthic samples. States and Tribes can choose to use their own laboratories or EPA's contract laboratory. Because of State, Tribal, and EPA choices, the actual number of samples can vary throughout the season. In addition, there are circumstances in which field crews might not collect samples (hard pan substrate, for example). Considering these aspects, the contractor will receive a minimum of 500 samples for processing through the task order. To allow for the potential of additional samples collected by the survey, Islands, and other studies in 2020 and 2021, the task order contains options for EPA to order up to another 1000 samples (10 options of 100 samples) and up to another 100 samples in smaller options (10 options of 10 samples).

Before the laboratory submits the data to EPA, the analyst who generated the data and an experienced data reviewer must independently check and review the data, as follows:

- The analyst shall review the data to ensure that:
 - Sample preparation information is correct and complete
 - Analysis information is correct and complete
 - The appropriate method and standard operating procedures were followed
 - Results are correct and complete
 - Quality control measures were within established limits
 - Documentation is complete
- The data reviewer shall review the data package to verify that:
 - Internal QC information is included as appropriate
 - Taxonomy data are scientifically sound and appropriate
 - Quality control measures were within established guidelines
 - Qualitative and quantitative results are correct
 - Data spreadsheet conforms to EPA data template requirements
 - Documentation is complete

Accompanying all data submissions, the laboratory shall provide a short narrative that includes the following information:

- Total number of samples included and their sample numbers;
- Discussion of any protocol deviations that may have occurred during sample processing;
- Discussion of QC questions that were encountered and the corrective measures taken;
- Definitions of any laboratory QC codes used in the data;
- Internal QC excursions exceeding established QC requirements.

II. PURPOSE

The purpose of this task order is to identify the taxa of benthic macroinvertebrate communities in samples collected in the NCCA 2020 and related NARS or other studies including the possibility of sampling in 2021 on a smaller number of sites. The types of support required for this project include technical support, sample identifications, transmittal of the results in database format, and a reconciled database at the conclusion of quality control procedures.

III. GOVERNMENT FURNISHED INFORMATION

EPA will arrange for delivery of the samples to the laboratories.

The following documents are references for the task order. They are located in the *NCCA 2020 Task Order Information* folder at:

https://usepa.sharepoint.com/sites/OW_Community/nars/_layouts/15/start.aspx#/Contracts/Forms/AllItems.aspx.

- 2020 Laboratory Operations Manual (LOM)
- 2020 Field Operations Manual (FOM); and
- Data template (i.e., spreadsheet for reporting laboratory data).

As they become available, the EPA TOCOR will provide the contractor with revisions of relevant documents, including the FOM and LOM, and any other information deemed necessary for the contractor to provide the support for the Performance Work Statement (PWS).

IV. GENERAL REQUIREMENTS

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Memoranda shall be placed on company letterhead and the subject line will include the phrase “EPA Contract #”.

The contractor shall name all electronic files using a logical abbreviation for the name of the document (e.g., TO14Data), the contractor name, and the date of edits to assist in version control (ex: TO14Data_LABNAME_2020_12_02).

The contractor shall use EPA’s templates for reporting the results of the taxonomic analyses for the samples. For any other database or spreadsheet submitted to EPA, the contractor must provide metadata that, at a minimum, identify the fields recorded for each sample, define the codes used for the field, and include the version number and date. The contractor must ensure that all sample results must be linked to EPA site ids and sample ids when submitted.

The contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Identification at Meetings/Teleconferences (see Contract clause C.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

The contractor shall follow the provision of EPA prescription 1523.703-1, *acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference,

training session, or other purpose. Environmental preferability is defined at FAR 2. 10 I, and shall be used when soliciting quotes or offers for meeting /conference services on behalf of the Agency. No single event under this *TO* is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audio visual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

3. As required, the TOCOR shall provide technical direction in accordance with Clause H-12 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level PWS.

V. SCOPE OF WORK

The contractor shall provide laboratory support for the sorting, identification, and enumeration of benthic macroinvertebrates as described in the following tasks.

Task 1. Task Order Management and Monthly progress reports (See Contract Attachments 2 and 3; PWS B.2)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 2, Reports of Work.

- a. *Teleconferences*: The contractor, and its laboratories, shall participate in EPA's teleconferences about laboratory procedures for receiving, storing, tracking, analyzing, and reporting benthos samples and results. Prior to the shipping of the first specimens in each sampling year, EPA will coordinate and facilitate 1-3 teleconference calls, each to last approximately 1 hour, to review the laboratory method, required reporting elements, data templates, and the relevant requirements in the Quality Assurance Project Plan (QAPP). The participants will include EPA, the contractor's laboratories, subcontract laboratories, and potentially State laboratories. If EPA conducts multiple teleconferences (e.g., due to State laboratory personnel availability), the contractor shall participate in all calls because different issues may arise that would require feedback from the contractor. The goal of the teleconferences is to ensure consensus on the analytical procedures and a schedule for sample processing and reporting. The agenda will include review of the:
 - i. QAPP
 - ii. LOM

- iii. Data template
- iv. Standard Operating Procedures (SOPs)
- v. Taxonomic references
- vi. Training, experience, and proficiency of taxonomists
- vii. Taxonomic reconciliation process

b. Plan and Schedule

” The plan shall describe the contractor's procedures for managing samples throughout the different stage (e.g. delivery to the laboratory sample preparation sample sorting; sample identification; results reported to EPA). The plan shall include a schedule that:

Assumes that EPA will exercise all options (i.e. the plan should address processing time and scheduling on 1500 samples from the 2020 field sampling and 100 samples from 2021)

Specifies preferred number of samples and timing of when the batch laboratory should deliver the sample to the contractor. In developing the delivery schedule, consider:

- a. Because few crews sample early in the season (e.g. May and early June), the batching lab would have relatively few samples to ship to the laboratory .
- b. It is not desirable to have many samples at the batching laboratory for a long time. EPA also intends to close the batching laboratory relatively soon after the field season ends (e.g., November 2020; November 2021).
- iii. Projects the number of samples in each of the analysis stages (e.g., receipt, sorting, identification, results submitted to EPA) in a given period of time (e.g., monthly, quarterly);
- iv. Completes all laboratory analyses and all activities from the 2020 field season by August 1, 2021 and at least two months prior to the end of the period of performance for samples collected in 2021; and
- v. Responds to EPA's data questions between August 1, 2021 and September 30, 2021 and during the final two months of the period of performance for samples collected in 2021.

the contractor shall review and if appropriate expand upon and/or confirm the plan and schedule submitted with the proposal.

- c. *Status Summaries:* Prior to delivering the progress report, the contractor shall provide monthly status summaries. The monthly status summary shall match the time period covered by the progress report. The contractor shall provide Excel spreadsheets with the monthly status summaries that include:
- i. The number of samples received by the lab (cumulative total and number received during that reporting cycle).
 - ii. The number of samples for which the laboratory has finished each of the analysis stages (cumulative total and number completed during that reporting cycle).

- iii. The number of samples for which the laboratory has submitted complete results (for that sample) to EPA (cumulative total and number submitted during that reporting cycle).
 - iv. The taxonomists that performed the identifications. Separately, provide the resume (or cv) for each taxonomist. The contractor only needs to provide the resume once for each taxonomist.
 - v. Percent capacity reached in the contract (i.e., number of sample results delivered compared to the maximum number specified in task order when all quantities are exercised); and percent capacity of samples ordered or 'exercised' (i.e. number of samples results delivered compared to the number of samples included in exercised quantities).
 - vi. Data for the samples processed, or reconciled, since the previous summary. The contractor shall report the data using EPA's data template, but updated with the new, revised, and reconciled data. In addition, the contractor shall provide a separate case narrative (e.g., emailed Word or pdf file) for the EPA TOCOR to review with the data.
 - vii. Filename for each image corresponding to taxon identified in the processed data (task 1.c.v). Separately provide any new image. (The contractor only needs to provide an image for a taxon once.)
 - viii. Provide a simple list of the invoiced samples with the EPA sample #, site ID, and visit #. The TOCOR will compare the list with the NCCA master list of samples to verify that every sample has been invoiced one time.
- d. *Monthly Progress and Financial Reports:* The contractor shall provide a progress and financial report each month that matches the costs in the corresponding invoice.
- i. The contractor shall provide a progress report each month that includes project status; expenditures to date; number of samples in each processing stage compared to the contractor's plan/schedule; unexpected problems or concerns, including with quality assurance; lessons learned; Quality Assurance / Quality Control (QA/QC) activities; and next steps. The contractor shall prepare and submit the monthly progress reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
 - ii. The contractor shall prepare and submit the financial reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
 - iii. For the sample analyses completed during the month and billed in the invoice, the financial report shall identify the sample using its site identification code and EPA sample identification.
 - iv. For the month in which the contractor delivers the final database for Task 4, the contractor shall include the costs for Task 4.
- e. *Issues Requiring EPA Resolution:* The contractor shall immediately notify the EPA TOCOR of any unexpected problems or concerns, including but not limited to issues with QA/QC, and recommend remedies or corrective actions. Upon receiving written technical direction from the EPA TOCOR, the contractor shall revise its schedule in the technical proposal and respond to any additional comments/concerns from the EPA TOCOR

following submission of the revised plan. The contractor also shall include problems and concerns in the monthly progress report.

Deliverables and Schedule under Task 1:

Subtask	Deliverable	Due
a.	Participation in teleconferences	Date/time per written technical direction from EPA TOCOR based upon contractor's recommended dates/times
b.	Plan and Schedule (expanded or confirmation that the original is correct)	Within two months of award
c.	Status updates with data in spreadsheet, sample list, and separate case narrative.	Monthly
c.	Resumes for taxonomists attached to an email	Upon the taxonomist's assignment to task order
d.	Progress and financial reports in electronic format	Monthly
e.	Email	Immediately when issue identified.
e.	Revised technical plan and schedule request (as necessary)	Revisions within 5 working days per written technical direction and/or within 5 days of comments from TOCOR.

Task 2. Quality Assurance (Contract PWS B.3)

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's Quality Management Plan incorporated into this NARS 2 contract;
- NCCA Survey QA documents how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
 - Quality Assurance Project Plan (QAPP)
 - Laboratory Operations Manual (LOM)

The NCCA 2020 quality documents will evolve throughout the task order. The contractor shall notify the EPA TOCOR immediately if it identifies areas where its previous activities are not consistent with the revisions made to the QAPP and LOM. The EPA TOCOR will determine whether any modifications to the contractor's previous activities will be necessary, which may require a modification to the task order by the EPA Contracting Officer (CO).

- a. The contractor shall demonstrate a commitment to adhere to the QAPP, the contractor's Quality Assurance Official (QAO) and each laboratory's QAO shall sign the page "Review & Distribution Acknowledgment and Commitment to Implement" in the introductory section of the QAPP. The contractor shall distribute the version of the QAPP and LOM available at award of the task order, and any additional revisions approved by the EPA QAO, throughout the contractor's organization, including subcontractors and consultants. If EPA distributes an updated version of the LOM and states that it contains a "significant change" relevant to taxonomic analyses, the contractor shall acknowledge, in writing (e.g., Email), that it has received and distributed the revised LOM to the appropriate personnel.
- b. The contractor shall demonstrate its implementation of QA in performing the other tasks in this Performance Work Statement. The contractor shall document its QA activities as follows:
 - i. Standard Operating Procedures (SOPs) and any other quality assurance documentation developed or adopted by the contractor's laboratory for use in performing the required analyses. If the contractor does not develop or modify them as part of the costs incurred by the task order, the contractor may claim the SOPs to be proprietary.
 - ii. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.
 - iii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report.
- c. The contractor shall demonstrate its ability to conform to NCCA measurement quality objectives. The contractor shall, at a minimum, ensure that the data meet the measurement quality objectives in the QAPP.
- d. The EPA will assess Contractor performance in accordance with the Quality Assurance Surveillance Plan (QASP), paragraph VII of this PWS.

Deliverables and Schedule under Task 2:

Subtask	Deliverable	Due
a.	Original QAPP signature page	No later than 5 working days after effective date of task order or 5 working days after receiving the EPA approved QAPP if not approved at effective date

Subtask	Deliverable	Due
	Email acknowledgement of LOM with “significant change”	No later than 10 working days after receiving revised LOM
	Laboratory SOPs	No later than 5 working days after effective date of task order. If the laboratory modified the SOPs during the performance period, provide the final versions 5 working days before the end of the performance period. Otherwise, provide an email stating that the SOPs have remained unchanged throughout the task order.
	Documentation of QA activities	With deliverables
	Taxonomist resume	When assigned to task order
	Bench sheets with QC Officer review	With monthly progress report
b.	Monthly reports of QA activities during months when samples are delivered and/or processed	With monthly progress report
c.	Data and QC elements identified in procedure	With database

Task 3. Benthic Analysis (Contract PWS B.3., C.4)

The contractor shall strictly follow ALL benthic macroinvertebrate procedures in the appropriate QAPP and LOM for sorting, counting and identifying benthic macroinvertebrate organisms in the samples. All samples shall be fully sorted, identified and enumerated. The use of subsampling procedures is not authorized for this task order. The contractor shall provide expert taxonomists for identifying marine and Great Lake samples, including those who have appropriate expertise in identifying taxa from the Northeast, Mid-Atlantic, Southeast, Gulf of Mexico and West Coasts of the continental U.S.

If the contractor identifies a situation requiring a minor change in the protocol, the EPA TOCOR must approve the deviation before the contractor can implement the change.

In addition to the delivery of data addressed in Task 1, the contractor shall provide the deliverables resulting from the following activities:

- a. Log each sample and record the condition of the sample into the NARS Information Management (IM) provided spreadsheet and email to NARS IM; contact information will be provided by the TOCOR before sampling begins) within 24 (clock) hours of the sample arriving at the laboratory. If the sample does not arrive when expected, the contractor shall immediately notify the EPA TOCOR or her designee.
- b. Provide an email to the EPA TOCOR with any recommended changes to keys and references.

- c. Develop a reference library using preserved specimens and digital photo imagery (see digital specifications in the LOM). In the library, the contractor shall include one of each unique type of organism identified, as described in the LOM. The contractor shall provide access to the specimens and a copy of the digital library to EPA. Note, EPA may identify some samples (e.g., from National Park Service lands) that must be returned; the contractor shall not include specimens from these samples in the reference library.
- d. Retain:
 - Samples and sorting residuals for the period specified in the laboratory method.
 - Original records, including bench notebooks and the reference library, for a minimum of ten (10) years from the date that EPA publishes the NCCA 2020 data publicly. If EPA determines that transfer to another location is necessary, EPA will make separate arrangements (e.g., task order modification, purchase order) with the contractor for any necessary packaging and shipping expenses. Otherwise, at the end of the retention period, the contractor shall follow its internal protocols for disposal.
- e. Unless the TOCOR grants an exception, the contractor shall not publish findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

Deliverables and Schedule under Task 3:

Subtask	Deliverable	Due
a.	Sample logged into NARS IM system	Within 24 (clock) hours of sample receipt
a.	Email identifying missing sample	Immediately if sample does not arrive when expected
b.	Email with recommended changes to keys and references	Within 5 working days of identified need for change.
c.	Access to specimens in reference library	Upon EPA TOCOR's written request via technical direction.
c.	Copy of digital library by email, FTP transfer, or SharePoint upload	With final database. Interim copies within 10-15 days per written technical direction from the EPA TOCOR.
d.	Access to laboratory notebooks	Upon EPA TOCOR's written request via technical direction.

Task 4. Final Database (Contract PWS B.1, B.3, C.4)

- a. The contractor shall provide revised and final databases for the results of the benthic analyses from samples collected in 2020 as described in Task 1b. The contractor shall provide:
 - i. Responses to EPA's questions about the data, as conveyed by the EPA TOCOR's technical direction.

- ii. Revised databases per written technical direction describing required changes based upon EPA's review of the data and reconciliation activities.
 - iii. Final database that incorporates revisions identified by the EPA TOCOR's technical direction.
- b. For samples collected in 2021, the contractor shall provide a compiled, but separate, dataset and will answer EPA questions during the last two months of the period of performance.

Deliverables and Schedule under Task 4:

Subtask	Deliverable	Due
a.i	Email with responses to data questions	1-5 working days per technical direction
a.ii and b	Revised databases and emails that summarize the changes	10 working days after receiving the EPA TOCOR's written technical direction. The contractor shall assume five revisions and associated summaries will be required as a result of EPA's review of the data during the periods identified in Task 1b
a.iii.	Final database	10 working days after receiving written technical direction; but no later than 5 working days prior September 30, 2021 for 2020 samples
b	Compiled dataset	10 working days after receiving written technical direction; but no later than 5 working days prior to the end of the period of performance

VI. TRAVEL

EPA does not anticipate that any travel will be necessary to perform the tasks in the Performance Work Statement.

VII. QUALITY ASSURANCE SURVEILLANCE PLAN

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
Management and Communications:	Any issue adversely impacting project schedules, cost, time or quality shall be	EPA TOCOR will identify unreported issues.	Two or more incidents where the contractor:

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.	brought to the attention of the EPA TOCOR within 3-working days of occurrence.		<ul style="list-style-type: none"> Does not provide timely notification; or Created a severe adverse situation <p>will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management. Fewer than two incidents where the contractor does not meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.</p>
Timeliness: Data (Task 1) and databases (Task 4) shall be delivered in accordance with the schedule developed in PWS Task 1. After EPA accepts the final schedule in Task 1, it is unlikely that EPA will be willing to extend the schedule due to any factors under the contractor's control (e.g., to complete work under another contract).	<ul style="list-style-type: none"> No more than 25% of the data for Task 1 shall be submitted more than 3 working days past the date in the accepted schedule. None of the data for Task 1 shall be submitted more than 40 working days past the date in the accepted schedule. No more than 10% of the revised databases (Task 4) shall be submitted more than 3 working days past the date in the accepted schedule. No delays in submitting the final database (Task 4) by the "no later than" date in the PWS. 	100% of the progress reports, data submissions, and databases will be reviewed by the EPA TOCOR monthly to compare actual delivery dates against those in the approved schedule from Task 1 and Task 4.	Unsatisfactory rating under the category of Schedule in CPARS when the contractor does not meet the measurable performance standards during the applicable period of performance.
Technical Effort: The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NCCA QAPP, and the benthics method.	<p>No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements of the QMP, NCCA QAPP, data templates, and benthics method.</p> <p>None of the samples in the final database (Task V.4) shall have other than full sorts and counts.</p>	100% of the data, taxonomists' resumes, and training certifications (per Task 1) will be reviewed by the EPA TOCOR to identify noncompliance issues with the QMP, NCCA QAPP, and benthics method. Final database will be reviewed for full sort and count information.	Unsatisfactory rating under the category of Quality in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
	All of the assigned staff must meet the LOM requirements for their assigned duties.		

GLEC Points of Contact for Task Order Solicitation PR-OW-19-00056
 National Coastal Condition Assessment 2020: Benthic Macroinvertebrate Identification

Points of Contact and Shipping Information

TO Role	Organization	Person's name	Phone	Email	Include person on emails? (Y/N)
(b)(4)	Prime: Great Lakes Environmental Center, Inc. (GLEC) 739 Hastings Traverse City, MI 49686	(b)(4)	(b)(4)	(b)(4)	Y
	GLEC				Y
	(b)(4)				(b)(4)

CONTACT AND SHIPPING INFORMATION:

- Samples should be shipped with electrical tape around the lid. Include absorbent material when packaging the samples for shipment.
- Please call (b)(4) if samples require a Saturday delivery and provide a tracking number on Friday.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3		
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule		5. PROJECT NO. (If applicable)	
6. ISSUED BY CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001		CODE CAD		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 68HERC19F0139	
						10B. DATED (SEE ITEM 13) 05/14/2019	
CODE 800884181		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

(b)(4)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.216-22

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 800884181

(b)(4)

TOCOR: Lareina Guenzel Max Expire Date: 09/30/2022 Invoice Approver: Lareina Guenzel Alt

Invoice App: Hugh Sullivan

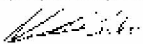
LIST OF CHANGES:

Reason for Modification: Exercise an Option

Total Amount for this Modification: \$0.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Nicholas Bisher	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 07/31/2019

Previous edition unusable

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/68HERC19F0139/P00001

PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Version: (b)(4)</p> <p>New Total Amount for this Award: \$1,337,800.00</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 4</p> <p>Quantity changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 3</p> <p>Total Amount changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>Quantity changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed (b)(4)</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 19-E1-87FM-000B06XP1-4183-1987ME9019-001</p> <p>Beginning FiscalYear 19</p> <p>Ending Fiscal Year</p> <p>Fund (Appropriation) E1</p> <p>Budget Organization 87FM</p> <p>Program (PRC) 000B06XP1</p> <p>Budget (BOC) 4183</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 1987ME9019-001</p> <p>Quantity: 0</p> <p>Amount: (b)(4)</p> <p>Percent: (b)(4)</p> <p>Subject To Funding: N</p> <p>Payment Address:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0139/P00001	3	3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	19-20-B-05HEL-000BJ7XF5-2505-1905HIX505-001 Beginning FiscalYear 19 Ending Fiscal Year 20 Fund (Appropriation) B Budget Organization 05HEL Program (PRC) 000BJ7XF5 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1905HIX505-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 09/30/2022 All other Terms and Conditions remain unchanged.				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00002		See Block 16C		PR-OW-20-00379			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0139			
				10B. DATED (SEE ITEM 13)			
				05/14/2019			
CODE 800884181		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$49,980.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.216-22						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181 The purpose of this modification is to exercise (b)(4) Option B quantity options for an additional (b)(4) to line item 0001, which increases the ceiling for line item 0001 from (b)(4) to (b)(4). This also increases the number of samples on line item 0002 from (b)(4) to (b)(4). This modification provides funding in the amount of (b)(4) for the exercised options, which fully funds the task order ceiling of (b)(4). TOCOR: Lareina Guenzel Max Expire Date: 09/30/2022 Invoice Approver: Lareina Guenzel Alt Invoice App: Hugh Sullivan LIST OF CHANGES: Reason for Modification: Exercise an Option Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				ELECTRONIC SIGNATURE		05/07/2020	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/68HERC19F0139/P00002

PAGE OF
2 3

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount for this Modification: \$0.00</p> <p>New Total Amount for this Version: (b)(4)</p> <p>New Total Amount for this Award: \$1,337,800.00</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>Buyer changed from Nicholas Bisher to Amanda Toole</p> <p>Contracting Officer changed from Nicholas Bisher to Sandra Stargardt-Licis</p> <p>CHANGES FOR LINE ITEM NUMBER: 5 Total Amount changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from (b)(4) Obligated Amount for this Modification: (b)(4)</p> <p>CHANGES FOR DELIVERY LOCATION: OW-OWOW-AWPD-MB Amount changed from (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-87FM-000B67-2505-2087ME4007-001 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000B67 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2087ME4007-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 2 Quantity changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 6 Quantity changed from (b)(4)</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 02/01/2020 to 09/30/2022 All other Terms and Conditions remain unchanged.</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00003		See Block 16C		PR-OW-20-00664			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0139			
				10B. DATED (SEE ITEM 13)			
				05/14/2019			
CODE 800884181		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Bilateral - IAW FAR 52.232-22, Local Clauses EPA-B-32-101 Limitation of Funds						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to deobligate FY 19/20 funding in the amount of (b)(4) and obligate FY 20/21 funding in the amount (b)(4) (net change zero) on Line Item 0001, which fully funds this task order.							
TOCOR: Lareina Guenzel Max Expire Date: 09/30/2022 Invoice Approver: Lareina Guenzel Alt							
Invoice App: Hugh Sullivan							
LIST OF CHANGES:							
Reason for Modification: Funding Only Action							
Total Amount for this Modification: \$0.00							
New Total Amount for this Version: (b)(4)							
New Total Amount for this Award: \$1,337,800.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				ELECTRONIC SIGNATURE		07/27/2020	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/68HERC19F0139/P00003PAGE OF
2 2

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-05HEL-000BJ7XF5-2505-2005HIX503-001 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 05HEL Program (PRC) 000BJ7XF5 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2005HIX503-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>CHANGES FOR ACCOUNTING CODE: 19-20-B-05HEL-000BJ7XF5-2505-1905HIX505-001 Amount changed from (b)(4)</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 09/30/2022 All other Terms and Conditions remain unchanged.</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00004		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CAD		7. ADMINISTERED BY (If other than Item 6) CODE	
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE 800884181		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 68HERC19F0139 10B. DATED (SEE ITEM 13) 05/14/2019	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
DUNS Number: 800884181
TOCOR: Lareina Guenzel Max Expire Date: 09/30/2022 Invoice Approver: Lareina Guenzel Alt
Invoice App: Hugh Sullivan
LIST OF CHANGES:
Reason for Modification: Other Administrative Action

Section I: Clause titled "Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2020)" is incorporated by reference.
Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2020)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sandra Stargardt-Licis	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA ELECTRONIC SIGNATURE (Signature of Contracting Officer)	16C. DATE SIGNED 09/08/2020

Previous edition unusable

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0139/P00004	2	2

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>The purpose of this modification is to incorporate the attached EPA blanket administrative modification signed by Raoul Scott on July 30, 2020. All other terms and conditions remain unchanged.</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 02/01/2020 to 09/30/2022</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE	OF	PAGES
2. AMENDMENT/MODIFICATION NUMBER		3. EFFECTIVE DATE 08/13/2020	4. REQUISITION/PURCHASE REQUISITION NUMBER		5. PROJECT NUMBER (If applicable)		
6. ISSUED BY Raoul D. Scott, Director OMS/ARM/OAS/Policy, Training and Oversight Division US Environmental Protection Agency, Mail Code 3802R 1200 Pennsylvania Avenue, NW Washington, DC 20004		CODE	7. ADMINISTERED BY (If other than Item 6)		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) To All EPA Contractors			<input checked="" type="checkbox"/> (X)		9A. AMENDMENT OF SOLICITATION NUMBER		
			<input type="checkbox"/>		9B. DATED (SEE ITEM 11)		
			<input checked="" type="checkbox"/> (X)		10A. MODIFICATION OF CONTRACT/ORDER NUMBER To all EPA Contracts and Orders		
			<input type="checkbox"/>		10B. DATED (SEE ITEM 13)		
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;
 or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input checked="" type="checkbox"/> (X)	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This contract/order is being modified in accordance with the applicability instructions in interim FAR Case 2019-009, and FAR 4.2105, requiring contracting officers to include FAR clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

See attached for the full text version of FAR 52.204-25. Contractor Acknowledgment of receipt required.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Raoul D. Scott, Director Policy, Training and Oversight Division	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA RAOUL SCOTT Digitally signed by RAOUL SCOTT Date: 2020.07.30 11:40:17 -04'00'	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)
Prescribed by GSA FAR (48 CFR) 53.243

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

As prescribed in 4.2105(b) and in the applicability instructions in interim FAR Case 2019-009, insert the following clause:

Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)

(a) Definitions. As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3			
2. AMENDMENT/MODIFICATION NO. P000005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OW-21-00018		5. PROJECT NO. (If applicable)		
6. ISSUED BY CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001		CODE CAD		7. ADMINISTERED BY (If other than Item 6)		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458				(X)			9A. AMENDMENT OF SOLICITATION NO.	
							9B. DATED (SEE ITEM 11)	
				X			10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 68HERC19F0139	
							10B. DATED (SEE ITEM 13) 05/14/2019	
CODE 800884181		FACILITY CODE						
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS								
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.								
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule								
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.								
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
X		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
		D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.								
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 800884181 The purpose of this modification is to revise G-1 Local Clauses EPA-G-42-101 Contract Administration Representatives clause. TOCOR: Kendra Forde Max Expire Date: 09/30/2022 Invoice Approver: Kendra Forde Alt Invoice App: Hugh Sullivan LIST OF CHANGES: Reason for Modification: Other Administrative Action Total Amount for this Modification: \$0.00 TOCOR (Task Order Contracting Officer's Representative) changed to: Kendra Forde Invoice Approving Official changed to: Kendra Forde Continued ... Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.								
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sandra Stargardt-Licis				
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA _____ (Signature of Contracting Officer)		16C. DATE SIGNED 10/16/2020		

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0139/P00005	2	3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 09/30/2022 All other terms and conditions remain unchanged.				

SECTION G - Contract Administration Data

G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order Contracting Officer's Representatives (TOCORs) for this contract are as follows:

Task Order Contracting Officer's Representative: Kendra Forde, 202-566-0417, forde.kendra@epa.gov

Alternate Task Order Contracting Officer's Representative: Hugh Sullivan, 202-564-1763, sullivan.hugh@epa.gov

Contracting Officials responsible for administering this contract are as follows:

Contracting Officer: Sandra Stargardt-Licis, 513-487-2006, licis.sandy@epa.gov

Contract Specialist: Amanda Toole, 513-569-7170, toole.amanda@epa.gov

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00006		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0139			
				10B. DATED (SEE ITEM 13)			
				05/14/2019			
CODE 800884181		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - FAR 52.216-22						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to exercise one Option A quantity option for an (b)(4) to line item 0001, which increases the ceiling for line item 0001 from (b)(4). This also increases the samples on line item 0002 from (b)(4). This modification provides funding in the amount of (b)(4) for the exercised option, which fully funds the task order ceiling of (b)(4).							
TOCOR: Kendra Forde Max Expire Date: 09/30/2022 Invoice Approver: Kendra Forde Alt Invoice App: Hugh Sullivan							
LIST OF CHANGES:							
Reason for Modification: Exercise an Option							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		03/12/2021	
				(Signature of Contracting Officer)			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/68HERC19F0139/P00006

PAGE OF
2 3

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Version: (b)(4)</p> <p>New Total Amount for this Award: \$1,337,800.00</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 3</p> <p>Total Amount changed from (b)(4)</p> <p>(b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>Quantity changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 4</p> <p>Quantity changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from (b)(4)</p> <p>(b)(4)</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>21-22-B-87FM-000B67-2505-2187ME4013-001</p> <p>Beginning FiscalYear 21</p> <p>Ending Fiscal Year 22</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 87FM</p> <p>Program (PRC) 000B67</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 2187ME4013-001</p> <p>Quantity: 0</p> <p>Amount: (b)(4)</p> <p>Percent: (b)(4)</p> <p>Subject To Funding: N</p> <p>Payment Address:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/68HERC19F0139/P00006PAGE OF
3 3

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-05HEL-000BJ7XF5-2505-2105HIX502-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 05HEL Program (PRC) 000BJ7XF5 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2105HIX502-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 09/30/2022 All other terms and conditions remain unchanged.</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 6	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00007		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CAD							
CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
GREAT LAKES ENVIRONMENTAL CENTER, INC. Attn: William J Arnold 739 HASTINGS STREET TRAVERSE CITY MI 496863458							
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-C-16-008			
				68HERC19F0139			
				10B. DATED (SEE ITEM 13)			
				05/14/2019			
CODE 800884181		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				(b)(4)			
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	Bilateral - Mutual Agreement of the Parties						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181 The purpose of this modification is to increase the Cost Per Sample cost for the Base tasks 1-3 to (b)(4) per sample from (b)(4) which increases the ceiling for line item 0001 from (b)(4) to (b)(4). This increase is due to the contractor receiving more Marine samples than Freshwater samples, which has significantly increased cost. This modification provides funding in the amount of (b)(4) to account for the price differential, which fully funds the task order ceiling of (b)(4). This modification also separates the Optional Samples into Freshwater samples and Marine samples to account for the increased cost of processing marine samples than freshwater samples, in accordance with the attached revised Performance Work Statement. TOCOR: Kendra Forde Max Expire Date: 09/30/2022 Invoice Approver: Kendra Forde Alt Invoice Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				ELECTRONIC SIGNATURE		10/05/2021	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/68HERC19F0139/P00007

PAGE OF
2 6

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>App: Hugh Sullivan</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification: Supplemental Agreement for work within scope</p> <p>New Total Amount for this Version: (b)(4)</p> <p>New Total Amount for this Award: (b)(4)</p> <p>Obligated Amount for this Modification: (b)(4)</p> <p>New Total Obligated Amount for this Award: (b)(4)</p> <p>Onsite Contract changed to: N</p> <p>CHANGES FOR LINE ITEM NUMBER: 5</p> <p>Description changed from OPTION B Optional Samples: in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>(b)(4)</p> <p>(b)(4) to OPTION B Optional Samples - Freshwater: in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>1 optional samples priced (b)(4) for a total of (b)(4)</p> <p>Total Amount changed from (b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 4</p> <p>Description changed from OPTION A Samples: Quantity Options in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>(b)(4) Quantity Options, one hundred (b)(4) optional samples per Quantity Option, for a total of (b)(4) Option A samples.</p> <p>1 sample = 1 unit. to OPTION A Samples: Quantity Options in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/68HERC19F0139/P00007

PAGE OF
3 6

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Identification"</p> <p>(b)(4)</p> <p>(b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 6 Description changed from OPTION B Samples: Quantity Options in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>(b)(4)</p> <p>1 sample = 1 unit. to OPTION B Samples: Quantity Options in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>(b)(4)</p> <p>(b)(4)</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Description changed from BASE PERIOD: Task Order Ceiling and Funding: Provide services in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>to BASE PERIOD: Task Order Ceiling and Funding: Provide services in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/68HERC19F0139/P00007PAGE OF
4 6NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<div>(b)(4)</div> <div>Obligated Amount for this Modification: (b)(4)</div> <div>NEW ACCOUNTING CODE ADDED: Account code: 21-E1-87FM-000B06XP1-4183-2187ME4044-002 Beginning FiscalYear 21 Ending Fiscal Year Fund (Appropriation) E1 Budget Organization 87FM Program (PRC) 000B06XP1 Budget (BOC) 4183 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4044-002 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000B89-2505-2187ME4044-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000B89 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4044-001 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive Continued ...</div>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-C-16-008/68HERC19F0139/P00007

PAGE OF
5 6

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>www2.epa.gov/financial/contracts Durham NC 27711</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 Description changed from OPTION A Optional Samples: in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>(b)(4) optional samples priced (b)(4) per sample for a total of (b)(4) to OPTION A Optional Samples - Freshwater: in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>(b)(4)</p> <p>Total Amount changed (b)(4)</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/01/2020 to 09/30/2022</p>				
0007	<p>OPTION A Optional Samples - Marine: in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"</p> <p>(b)(4) optional samples priced (b)(4) per sample for a total of (b)(4) (Option Line Item) 150 Days After Award Product/Service Code: R499</p>				(b)(4)
0008	<p>OPTION A Samples Marine: Quantity Options in accordance with the attached Performance Work Statement ... Continued ...</p>	100	UN		0.00

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0139/P00007	6	6

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"				
	(b)(4)				
	(b)(4)				
	(Option Line Item) 400 Days After Award (Not Separately Priced) Product/Service Code: R499				
0009	OPTION B Optional Samples - Marine: in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"				(b)(4)
	(b)(4)				
	400 Days After Award Product/Service Code: R499				
0010	OPTION B Samples: Quantity Options in accordance with the attached Performance Work Statement, Attachment 1 to this Task Order entitled "National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification"	(b)(4)			0.00
	(b)(4)				
	(b)(4)				
	(Option Line Item) 450 Days After Award (Not Separately Priced) Product/Service Code: R499				
	All other terms and conditions remain unchanged.				

Performance Work Statement
Technical Support for National Aquatic Resource Surveys (NARS 2)
Task Order 68HERC19F01394BD

TITLE: National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification

A. EPA PERSONNEL

Task Order Contracting Officer Representative (TOCOR):

Name: ~~Lareina Guenzel~~ Kendra Forde
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/Assessment and Watershed Protection Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Phone: 202-566-0455/0417
E-mail: ~~Guenzel.Lareina@epa.gov~~ Forde.Kendra@epa.gov

Alternate Task Order Contracting Officer Representative (ALT-TOCOR):

Name: **Hugh Sullivan**
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/Assessment and Watershed Protection Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Phone: 202-564-1763
E-mail: sullivan.hugh@epa.gov

B. PERIOD OF PERFORMANCE

February 1, 2020 through September 30, 2022

C. TASK ORDER TYPE

Firm Fixed Price

I. BACKGROUND:

The U.S. EPA, states and other partners are planning the third survey of the nation's estuarine and Great Lake resources to provide regional and national data on their condition. The National Coastal Condition Assessment (NCCA) 2020 is designed to evaluate conditions in the nation's coastal waters. Field crews from EPA, States, Tribes and contractors will collect field samples of benthic macroinvertebrates from bottom substrates from multiple sites. EPA and partners may also collect samples from a smaller number of sites in 2021 as a pilot (up to 100) and sites in the summer of 2022.

EPA arranges for laboratory support for processing benthic samples. States and Tribes can choose to use their own laboratories or EPA's contract laboratory. Because of State, Tribal, and EPA choices, the actual number of samples can vary throughout the season. In addition, there are circumstances in which field crews might not collect samples (hard pan substrate, for example). Considering these aspects, the contractor will receive a minimum of 500 samples for processing through the task order. To allow for the potential of additional samples collected by the survey, Islands, and other studies in 2020 and 2021, the task order contains options for EPA to order up to another 1000 samples (10 options of 100 samples) and up to another 100 samples in smaller options (10 options of 10 samples).

Before the laboratory submits the data to EPA, the analyst who generated the data and an experienced data reviewer must independently check and review the data, as follows:

- The analyst shall review the data to ensure that:
 - Sample preparation information is correct and complete
 - Analysis information is correct and complete
 - The appropriate method and standard operating procedures were followed
 - Results are correct and complete
 - Quality control measures were within established limits
 - Documentation is complete
- The data reviewer shall review the data package to verify that:
 - Internal QC information is included as appropriate
 - Taxonomy data are scientifically sound and appropriate
 - Quality control measures were within established guidelines
 - Qualitative and quantitative results are correct
 - Data spreadsheet conforms to EPA data template requirements
 - Documentation is complete

Accompanying all data submissions, the laboratory shall provide a short narrative that includes the following information:

- Total number of samples included and their sample numbers;
- Discussion of any protocol deviations that may have occurred during sample processing;
- Discussion of QC questions that were encountered and the corrective measures taken;
- Definitions of any laboratory QC codes used in the data;
- Internal QC excursions exceeding established QC requirements.

II. PURPOSE

The purpose of this task order is to identify the taxa of benthic macroinvertebrate communities in samples collected in the NCCA 2020 and related NARS or other studies including the possibility of sampling in 2021 on a smaller number of sites. The types of support required for this project include technical support, sample identifications, transmittal of the results in database format, and a reconciled database at the conclusion of quality control procedures.

III. GOVERNMENT FURNISHED INFORMATION

EPA will arrange for delivery of the samples to the laboratories.

The following documents are references for the task order. They are located in the NCCA 2020 Task Order Information folder at:

https://usepa.sharepoint.com/sites/OW_Community/nars/layouts/15/start.aspx#/Contracts/Forms/AllItems.aspx.

- 2020 Laboratory Operations Manual (LOM)
- 2020 Field Operations Manual (FOM); and
- Data template (i.e., spreadsheet for reporting laboratory data).

As they become available, the EPA TOCOR will provide the contractor with revisions of relevant documents, including the FOM and LOM, and any other information deemed necessary for the contractor to provide the support for the Performance Work Statement (PWS).

IV. GENERAL REQUIREMENTS

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Memoranda shall be placed on company letterhead and the subject line will include the phrase "EPA Contract #".

The contractor shall name all electronic files using a logical abbreviation for the name of the document (e.g., TO14Data), the contractor name, and the date of edits to assist in version control (ex: TO14Data_LABNAME_2020_12_02).

The contractor shall use EPA's templates for reporting the results of the taxonomic analyses for the samples. For any other database or spreadsheet submitted to EPA, the contractor must provide metadata that, at a minimum, identify the fields recorded for each sample, define the codes used for the field, and include the version number and date. The contractor must ensure that all sample results must be linked to EPA site ids and sample ids when submitted.

The contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Identification at Meetings/Teleconferences (see Contract clause C.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

The contractor shall follow the provision of EPA prescription 1523.703-1, acquisition of environmentally preferable meeting and conference services (May 2007), for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference,

training session, or other purpose. Environmental preferability is defined at FAR 2. 101, and shall be used when soliciting quotes or offers for meeting /conference services on behalf of the Agency. No single event under this TO is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audio visual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

3. As required, the TOCOR shall provide technical direction in accordance with Clause H-12 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level PWS.

V. SCOPE OF WORK

The contractor shall provide laboratory support for the sorting, identification, and enumeration of benthic macroinvertebrates as described in the following tasks.

Task 1. Task Order Management and Monthly progress reports (See Contract Attachments 2 and 3; PWS B.2)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 2, Reports of Work.

- a. Teleconferences: The contractor, and its laboratories, shall participate in EPA's teleconferences about laboratory procedures for receiving, storing, tracking, analyzing, and reporting benthos samples and results. Prior to the shipping of the first specimens in each sampling year, EPA will coordinate and facilitate 1-3 teleconference calls, each to last approximately 1 hour, to review the laboratory method, required reporting elements, data templates, and the relevant requirements in the Quality Assurance Project Plan (QAPP). The participants will include EPA, the contractor's laboratories, subcontract laboratories, and potentially State laboratories. If EPA conducts multiple teleconferences (e.g., due to State laboratory personnel availability), the contractor shall participate in all calls because different issues may arise that would require feedback from the contractor. The goal of the teleconferences is to ensure consensus on the analytical procedures and a schedule for sample processing and reporting. The agenda will include review of the:
 - i. QAPP
 - ii. LOM

- iii. Data template
- iv. Standard Operating Procedures (SOPs)
- v. Taxonomic references
- vi. Training, experience, and proficiency of taxonomists
- vii. Taxonomic reconciliation process

b. Plan and Schedule

” The plan shall describe the contractor's procedures for managing samples throughout the different stage (e.g. delivery to the laboratory sample preparation sample sorting; sample identification; results reported to EPA). The plan shall include a schedule that:

Assumes that EPA will exercise all options (i.e. the plan should address processing time and scheduling on 1500 samples from the 2020 field sampling and 100 samples from 2021)

Specifies preferred number of samples and timing of when the batch laboratory should deliver the sample to the contractor. In developing the delivery schedule, consider:

- a. Because few crews sample early in the season (e.g. May and early June), the batching lab would have relatively few samples to ship to the laboratory .
- b. It is not desirable to have many samples at the batching laboratory for a long time. EPA also intends to close the batching laboratory relatively soon after the field season ends (e.g., November 2020; November 2021).
- iii. Projects the number of samples in each of the analysis stages (e.g., receipt, sorting, identification, results submitted to EPA) in a given period of time (e.g., monthly, quarterly);
- iv. Completes all laboratory analyses and all activities from the 2020 field season by August 1, 2021 and at least two months prior to the end of the period of performance for samples collected in 2021; and
- v. Responds to EPA's data questions between August 1, 2021 and September 30, 2021 and during the final two months of the period of performance for samples collected in 2021.

the contractor shall review and if appropriate expand upon and/or confirm the plan and schedule submitted with the proposal.

- c. Status Summaries: Prior to delivering the progress report, the contractor shall provide monthly status summaries. The monthly status summary shall match the time period covered by the progress report. The contractor shall provide Excel spreadsheets with the monthly status summaries that include:
- i. The number of samples received by the lab (cumulative total and number received during that reporting cycle).
 - ii. The number of samples for which the laboratory has finished each of the analysis stages (cumulative total and number completed during that reporting cycle).

- iii. The number of samples for which the laboratory has submitted complete results (for that sample) to EPA (cumulative total and number submitted during that reporting cycle).
 - iv. The taxonomists that performed the identifications. Separately, provide the resume (or cv) for each taxonomist. The contractor only needs to provide the resume once for each taxonomist.
 - v. Percent capacity reached in the contract (i.e., number of sample results delivered compared to the maximum number specified in task order when all quantities are exercised); and percent capacity of samples ordered or 'exercised' (i.e. number of samples results delivered compared to the number of samples included in exercised quantities).
 - vi. Data for the samples processed, or reconciled, since the previous summary. The contractor shall report the data using EPA's data template, but updated with the new, revised, and reconciled data. In addition, the contractor shall provide a separate case narrative (e.g., emailed Word or pdf file) for the EPA TOCOR to review with the data.
 - vii. Filename for each image corresponding to taxon identified in the processed data (task 1.c.v). Separately provide any new image. (The contractor only needs to provide an image for a taxon once.)
 - viii. Provide a simple list of the invoiced samples with the EPA sample #, site ID, and visit #. The TOCOR will compare the list with the NCCA master list of samples to verify that every sample has been invoiced one time.
- d. Monthly Progress and Financial Reports: The contractor shall provide a progress and financial report each month that matches the costs in the corresponding invoice.
- i. The contractor shall provide a progress report each month that includes project status; expenditures to date; number of samples in each processing stage compared to the contractor's plan/schedule; unexpected problems or concerns, including with quality assurance; lessons learned; Quality Assurance / Quality Control (QA/QC) activities; and next steps. The contractor shall prepare and submit the monthly progress reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
 - ii. The contractor shall prepare and submit the financial reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
 - iii. For the sample analyses completed during the month and billed in the invoice, the financial report shall identify the sample using its site identification code and EPA sample identification.
 - iv. For the month in which the contractor delivers the final database for Task 4, the contractor shall include the costs for Task 4.
- e. Issues Requiring EPA Resolution: The contractor shall immediately notify the EPA TOCOR of any unexpected problems or concerns, including but not limited to issues with QA/QC, and recommend remedies or corrective actions. Upon receiving written technical direction from the EPA TOCOR, the contractor shall revise its schedule in the technical proposal and respond to any additional comments/concerns from the EPA TOCOR

following submission of the revised plan. The contractor also shall include problems and concerns in the monthly progress report.

Deliverables and Schedule under Task 1:

Subtask	Deliverable	Due
a.	Participation in teleconferences	Date/time per written technical direction from EPA TOCOR based upon contractor's recommended dates/times
b.	Plan and Schedule (expanded or confirmation that the original is correct)	Within two months of award
c.	Status updates with data in spreadsheet, sample list, and separate case narrative.	Monthly
c.	Resumes for taxonomists attached to an email	Upon the taxonomist's assignment to task order
d.	Progress and financial reports in electronic format	Monthly
e.	Email	Immediately when issue identified.
e.	Revised technical plan and schedule request (as necessary)	Revisions within 5 working days per written technical direction and/or within 5 days of comments from TOCOR.

Task 2. Quality Assurance (Contract PWS B.3)

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's Quality Management Plan incorporated into this NARS 2 contract;
- NCCA Survey QA documents how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
 - Quality Assurance Project Plan (QAPP)
 - Laboratory Operations Manual (LOM)

The NCCA 2020 quality documents will evolve throughout the task order. The contractor shall notify the EPA TOCOR immediately if it identifies areas where its previous activities are not consistent with the revisions made to the QAPP and LOM. The EPA TOCOR will determine whether any modifications to the contractor's previous activities will be necessary, which may require a modification to the task order by the EPA Contracting Officer (CO).

- a. The contractor shall demonstrate a commitment to adhere to the QAPP, the contractor's Quality Assurance Official (QAO) and each laboratory's QAO shall sign the page "Review & Distribution Acknowledgment and Commitment to Implement" in the introductory section of the QAPP. The contractor shall distribute the version of the QAPP and LOM available at award of the task order, and any additional revisions approved by the EPA QAO, throughout the contractor's organization, including subcontractors and consultants. If EPA distributes an updated version of the LOM and states that it contains a "significant change" relevant to taxonomic analyses, the contractor shall acknowledge, in writing (e.g., Email), that it has received and distributed the revised LOM to the appropriate personnel.
- b. The contractor shall demonstrate its implementation of QA in performing the other tasks in this Performance Work Statement. The contractor shall document its QA activities as follows:
 - i. Standard Operating Procedures (SOPs) and any other quality assurance documentation developed or adopted by the contractor's laboratory for use in performing the required analyses. If the contractor does not develop or modify them as part of the costs incurred by the task order, the contractor may claim the SOPs to be proprietary.
 - ii. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.
 - iii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report.
- c. The contractor shall demonstrate its ability to conform to NCCA measurement quality objectives. The contractor shall, at a minimum, ensure that the data meet the measurement quality objectives in the QAPP.
- d. The EPA will assess Contractor performance in accordance with the Quality Assurance Surveillance Plan (QASP), paragraph VII of this PWS.

Deliverables and Schedule under Task 2:

Subtask	Deliverable	Due
a.	Original QAPP signature page	No later than 5 working days after effective date of task order or 5 working days after receiving the EPA approved QAPP if not approved at effective date

Subtask	Deliverable	Due
	Email acknowledgement of LOM with "significant change"	No later than 10 working days after receiving revised LOM
	Laboratory SOPs	No later than 5 working days after effective date of task order. If the laboratory modified the SOPs during the performance period, provide the final versions 5 working days before the end of the performance period. Otherwise, provide an email stating that the SOPs have remained unchanged throughout the task order.
	Documentation of QA activities	With deliverables
	Taxonomist resume	When assigned to task order
	Bench sheets with QC Officer review	With monthly progress report
b.	Monthly reports of QA activities during months when samples are delivered and/or processed	With monthly progress report
c.	Data and QC elements identified in procedure	With database

Task 3. Benthic Analysis (Contract PWS B.3., C.4)

The contractor shall strictly follow ALL benthic macroinvertebrate procedures in the appropriate QAPP and LOM for sorting, counting and identifying benthic macroinvertebrate organisms in the samples. All samples shall be fully sorted, identified and enumerated. The use of subsampling procedures is not authorized for this task order. The contractor shall provide expert taxonomists for identifying marine and Great Lake samples, including those who have appropriate expertise in identifying taxa from the Northeast, Mid-Atlantic, Southeast, Gulf of Mexico and West Coasts of the continental U.S.

Of the total samples expected to be submitted for taxonomic identification under this task order, approximately 75 to 78% of the samples are expected to be marine/estuarine samples and approximately 22 to 25% of the samples are expected to be freshwater. The contractor may choose to submit a single per-sample cost for all samples, or may choose to submit separate per-sample costs for estuarine/marine samples and freshwater Great Lakes samples. The total difference for already processed/invoiced samples should also be included.

In order to guide the contractor in proposing per-sample costs, the following summary statistics of benthic macroinvertebrates from the 2015 NCCA are provided:

Estuarine /marine Sample Summary	Species Count per sample	Individual organism Count per sample
n = 703		
average	27.88336	532.5078

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<u>minimum</u>	<u>1</u>	<u>0</u>
<u>Q1</u>	<u>10</u>	<u>67</u>
<u>median</u>	<u>21</u>	<u>179</u>
<u>Q3</u>	<u>37</u>	<u>487</u>
<u>maximum</u>	<u>186</u>	<u>22535</u>

<u>Great Lakes Sample Summary n = 296</u>	<u>Species Count per sample</u>	<u>Individual organism Count per sample</u>
<u>average</u>	<u>20.30743</u>	<u>280.7534</u>
<u>min</u>	<u>1</u>	<u>1</u>
<u>Q1</u>	<u>11</u>	<u>51.25</u>
<u>Median</u>	<u>18</u>	<u>150.5</u>
<u>Q3</u>	<u>27</u>	<u>350</u>
<u>max</u>	<u>86</u>	<u>3747</u>

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If the contractor identifies a situation requiring a minor change in the protocol, the EPA TOCOR must approve the deviation before the contractor can implement the change.

In addition to the delivery of data addressed in Task 1, the contractor shall provide the deliverables resulting from the following activities:

- a. Log each sample and record the condition of the sample into the NARS Information Management (IM) provided spreadsheet and email to NARS IM; contact information will be provided by the TOCOR before sampling begins) within 24 (clock) hours of the sample arriving at the laboratory. If the sample does not arrive when expected, the contractor shall immediately notify the EPA TOCOR or her designee.
- b. Provide an email to the EPA TOCOR with any recommended changes to keys and references.

- c. Develop a reference library using preserved specimens and digital photo imagery (see digital specifications in the LOM). In the library, the contractor shall include one of each unique type of organism identified, as described in the LOM. The contractor shall provide access to the specimens and a copy of the digital library to EPA. Note, EPA may identify some samples (e.g., from National Park Service lands) that must be returned; the contractor shall not include specimens from these samples in the reference library.
- d. Retain:
 - o Samples and sorting residuals for the period specified in the laboratory method.
 - o Original records, including bench notebooks and the reference library, for a minimum of ten (10) years from the date that EPA publishes the NCCA 2020 data publicly. If EPA determines that transfer to another location is necessary, EPA will make separate arrangements (e.g., task order modification, purchase order) with the contractor for any necessary packaging and shipping expenses. Otherwise, at the end of the retention period, the contractor shall follow its internal protocols for disposal.
- e. Unless the TOCOR grants an exception, the contractor shall not publish findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

Deliverables and Schedule under Task 3:

Subtask	Deliverable	Due
a.	Sample logged into NARS IM system	Within 24 (clock) hours of sample receipt
a.	Email identifying missing sample	Immediately if sample does not arrive when expected
b.	Email with recommended changes to keys and references	Within 5 working days of identified need for change.
c.	Access to specimens in reference library	Upon EPA TOCOR's written request via technical direction.
c.	Copy of digital library by email, FTP transfer, or SharePoint upload	With final database. Interim copies within 10-15 days per written technical direction from the EPA TOCOR.
d.	Access to laboratory notebooks	Upon EPA TOCOR's written request via technical direction.

Task 4. Final Database (Contract PWS B.1, B.3, C.4)

- a. The contractor shall provide revised and final databases for the results of the benthic analyses from samples collected in 2020 as described in Task 1b. The contractor shall provide:
 - i. Responses to EPA's questions about the data, as conveyed by the EPA TOCOR's technical direction.

- ii. Revised databases per written technical direction describing required changes based upon EPA's review of the data and reconciliation activities.
 - iii. Final database that incorporates revisions identified by the EPA TOCOR's technical direction.
- b. For samples collected in 2021, the contractor shall provide a compiled, but separate, dataset and will answer EPA questions during the last two months of the period of performance.

Deliverables and Schedule under Task 4:

Subtask	Deliverable	Due
a.i	Email with responses to data questions	1-5 working days per technical direction
a.ii and b	Revised databases and emails that summarize the changes	10 working days after receiving the EPA TOCOR's written technical direction. The contractor shall assume five revisions and associated summaries will be required as a result of EPA's review of the data during the periods identified in Task 1b
a.iii.	Final database	10 working days after receiving written technical direction; but no later than 5 working days prior September 30, 2021 for 2020 samples
b	Compiled dataset	10 working days after receiving written technical direction; but no later than 5 working days prior to the end of the period of performance

VI. TRAVEL

EPA does not anticipate that any travel will be necessary to perform the tasks in the Performance Work Statement.

VII. QUALITY ASSURANCE SURVEILLANCE PLAN

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
Management and Communications:	Any issue adversely impacting project schedules, cost, time or quality shall be	EPA TOCOR will identify unreported issues.	Two or more incidents where the contractor:

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.	brought to the attention of the EPA TOCOR within 3-working days of occurrence.		<ul style="list-style-type: none"> Does not provide timely notification; or Created a severe adverse situation <p>will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management. Fewer than two incidents where the contractor does not meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.</p>
Timeliness: Data (Task 1) and databases (Task 4) shall be delivered in accordance with the schedule developed in PWS Task 1. After EPA accepts the final schedule in Task 1, it is unlikely that EPA will be willing to extend the schedule due to any factors under the contractor's control (e.g., to complete work under another contract).	<ul style="list-style-type: none"> No more than 25% of the data for Task 1 shall be submitted more than 3 working days past the date in the accepted schedule. None of the data for Task 1 shall be submitted more than 40 working days past the date in the accepted schedule. No more than 10% of the revised databases (Task 4) shall be submitted more than 3 working days past the date in the accepted schedule. No delays in submitting the final database (Task 4) by the "no later than" date in the PWS. 	100% of the progress reports, data submissions, and databases will be reviewed by the EPA TOCOR monthly to compare actual delivery dates against those in the approved schedule from Task 1 and Task 4.	Unsatisfactory rating under the category of Schedule in CPARS when the contractor does not meet the measurable performance standards during the applicable period of performance.
Technical Effort: The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NCCA QAPP, and the benthics method.	<p>No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements of the QMP, NCCA QAPP, data templates, and benthics method.</p> <p>None of the samples in the final database (Task V.4) shall have other than full sorts and counts.</p>	100% of the data, taxonomists' resumes, and training certifications (per Task 1) will be reviewed by the EPA TOCOR to identify noncompliance issues with the QMP, NCCA QAPP, and benthics method. Final database will be reviewed for full sort and count information.	Unsatisfactory rating under the category of Quality in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
	All of the assigned staff must meet the LOM requirements for their assigned duties.		

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P000008		See Block 16C		PR-OW-22-00057			
6. ISSUED BY		CODE	7. ADMINISTERED BY (If other than Item 6)		CODE		
CAD							
US Environmental Protection Agency							
26 West Martin Luther King Drive							
Mail Code: W136							
Cincinnati OH 45268-0001							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
GREAT LAKES ENVIRONMENTAL CENTER, INC.				EP-C-16-008			
Attn: William J Arnold				68HERC19F0139			
739 HASTINGS STREET				10B. DATED (SEE ITEM 13)			
TRAVERSE CITY MI 496863458				05/14/2019			
CODE	800884181	FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Bilateral - Mutual Agreement of the Parties						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 800884181							
The purpose of this modification is to revise the Performance Work Statement, in accordance with Attachment 1, revised Performance Work Statement and to extend the Period of Performance end date from 09/30/2022 to 05/15/2023 at no additional cost to the government.							
TOCOR: Kendra Forde Max Expire Date: 05/15/2023 Invoice Approver: Kendra Forde Alt Invoice App: Hugh Sullivan							
LIST OF CHANGES:							
Reason for Modification: Supplemental Agreement for work within scope							
Period Of Performance End Date changed from 30-SEP-22 to 15-MAY-23							
Total Amount for this Modification: \$0.00							
Maximum Potential Expiration Date changed to : 05/15/2023							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				ELECTRONIC SIGNATURE		11/09/2021	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-16-008/68HERC19F0139/P00008	2	2

NAME OF OFFEROR OR CONTRACTOR

GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>Period of Performance: 02/01/2020 to 05/15/2023</p> <p>All other terms and conditions remain unchanged.</p>				

**Performance Work Statement
Technical Support for National Aquatic Resource Surveys (NARS 2)
Task Order 68HERC19F0139**

TITLE: National Coastal Condition Assessment 2020 - Benthic Macroinvertebrate Identification

A. EPA PERSONNEL

Task Order Contracting Officer Representative (TOCOR):

Name: **Kendra Forde**
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/Assessment and Watershed Protection Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Phone: 202-566-0417
E-mail: forde.kendra@epa.gov

Alternate Task Order Contracting Officer Representative (ALT-TOCOR):

Name: **Hugh Sullivan**
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/Assessment and Watershed Protection Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Phone: 202-564-1763
E-mail: sullivan.hugh@epa.gov

B. PERIOD OF PERFORMANCE

February 1, 2020 through ~~September 30, 2022~~ May 15, 2023

C. TASK ORDER TYPE

Firm Fixed Price

I. BACKGROUND:

The U.S. EPA, states and other partners are planning the third survey of the nation's estuarine and Great Lake resources to provide regional and national data on their condition. The National Coastal Condition Assessment (NCCA) 2020 is designed to evaluate conditions in the nation's coastal waters. Field crews from EPA, States, Tribes and contractors will collect field samples of benthic macroinvertebrates from bottom substrates from multiple sites. EPA and partners may also collect samples from a smaller number of sites in 2021 as a pilot (up to 100) and sites in the summer of 2022._

Additionally as a result of Covid-19 related delays, up to 37 of the samples originally planned for 2020-2021 will be collected in the summer of 2022 (all of these will be Great Lakes samples).

EPA arranges for laboratory support for processing benthic samples. States and Tribes can choose to use their own laboratories or EPA's contract laboratory. Because of State, Tribal, and EPA choices, the actual number of samples can vary throughout the season. In addition, there are circumstances in which field crews might not collect samples (hard pan substrate, for example). Considering these aspects, the contractor will receive a minimum of 500 samples for processing through the task order. To allow for the potential of additional samples collected by the survey, Islands, and other studies in 2020 and 2021 and 2022, the task order contains options for EPA to order up to another 1000 samples (10 options of 100 samples) and up to another 100 samples in smaller options (10 options of 10 samples).

Before the laboratory submits the data to EPA, the analyst who generated the data and an experienced data reviewer must independently check and review the data, as follows:

- The analyst shall review the data to ensure that:
 - Sample preparation information is correct and complete
 - Analysis information is correct and complete
 - The appropriate method and standard operating procedures were followed
 - Results are correct and complete
 - Quality control measures were within established limits
 - Documentation is complete
- The data reviewer shall review the data package to verify that:
 - Internal QC information is included as appropriate
 - Taxonomy data are scientifically sound and appropriate
 - Quality control measures were within established guidelines
 - Qualitative and quantitative results are correct
 - Data spreadsheet conforms to EPA data template requirements
 - Documentation is complete

Accompanying all data submissions, the laboratory shall provide a short narrative that includes the following information:

- Total number of samples included and their sample numbers;
- Discussion of any protocol deviations that may have occurred during sample processing;
- Discussion of QC questions that were encountered and the corrective measures taken;
- Definitions of any laboratory QC codes used in the data;
- Internal QC excursions exceeding established QC requirements.

II. PURPOSE

The purpose of this task order is to identify the taxa of benthic macroinvertebrate communities in samples collected in the NCCA 2020 and related NARS or other studies including the possibility of sampling in 2021 on a smaller number of sites. The types of support required for this project include technical support, sample identifications, transmittal of the results in database format, and a reconciled database at the conclusion of quality control procedures.

III. GOVERNMENT FURNISHED INFORMATION

EPA will arrange for delivery of the samples to the laboratories.

The following documents are references for the task order. They are located in the NCCA 2020 Task Order Information folder at:

https://usepa.sharepoint.com/sites/OW_Community/nars/layouts/15/start.aspx#/Contracts/Forms/AllItems.aspx.

- 2020 Laboratory Operations Manual (LOM)
- 2020 Field Operations Manual (FOM); and
- Data template (i.e., spreadsheet for reporting laboratory data).

As they become available, the EPA TOCOR will provide the contractor with revisions of relevant documents, including the FOM and LOM, and any other information deemed necessary for the contractor to provide the support for the Performance Work Statement (PWS).

IV. GENERAL REQUIREMENTS

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Memoranda shall be placed on company letterhead and the subject line will include the phrase “EPA Contract #”.

The contractor shall name all electronic files using a logical abbreviation for the name of the document (e.g., TO14Data), the contractor name, and the date of edits to assist in version control (ex: TO14Data_ LABNAME_2020_12_02).

The contractor shall use EPA’s templates for reporting the results of the taxonomic analyses for the samples. For any other database or spreadsheet submitted to EPA, the contractor must provide metadata that, at a minimum, identify the fields recorded for each sample, define the codes used for the field, and include the version number and date. The contractor must ensure that all sample results must be linked to EPA site ids and sample ids when submitted.

The contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Identification at Meetings/Teleconferences (see Contract clause C.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization. Contractor personnel are prohibited from acting as the Agency’s official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

The contractor shall follow the provision of EPA prescription 1523.703-1, acquisition of environmentally preferable meeting and conference services (May 2007), for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference,

training session, or other purpose. Environmental preferability is defined at FAR 2. 10 l, and shall be used when soliciting quotes or offers for meeting /conference services on behalf of the Agency. No single event under this TO is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per die m expenses, room charges for official business, audio visual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorize d to do so by the Contracting Officer.

3. As required, the TOCOR shall provide technical direction in accordance with Clause H-12 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level PWS.

V. SCOPE OF WORK

The contractor shall provide laboratory support for the sorting, identification, and enumeration of benthic macroinvertebrates as described in the following tasks.

Task 1. Task Order Management and Monthly progress reports (See Contract Attachments 2 and 3; PWS B.2)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 2, Reports of Work.

- a. Teleconferences: The contractor, and its laboratories, shall participate in EPA's teleconferences about laboratory procedures for receiving, storing, tracking, analyzing, and reporting benthos samples and results. Prior to the shipping of the first specimens in each sampling year, EPA will coordinate and facilitate 1-3 teleconference calls, each to last approximately 1 hour, to review the laboratory method, required reporting elements, data templates, and the relevant requirements in the Quality Assurance Project Plan (QAPP). The participants will include EPA, the contractor's laboratories, subcontract laboratories, and potentially State laboratories. If EPA conducts multiple teleconferences (e.g., due to State laboratory personnel availability), the contractor shall participate in all calls because different issues may arise that would require feedback from the contractor. The goal of the teleconferences is to ensure consensus on the analytical procedures and a schedule for sample processing and reporting. The agenda will include review of the:
 - i. QAPP
 - ii. LOM

- iii. Data template
- iv. Standard Operating Procedures (SOPs)
- v. Taxonomic references
- vi. Training, experience, and proficiency of taxonomists
- vii. Taxonomic reconciliation process

- b. Plan and Schedule: The contractor (note, EPA is not requesting an updated plan and schedule based on the revisions in Task 4 for this modification; see Task 4 for changes/additions to data delivery): The contractor

The plan shall describe the contractor's procedures for managing samples throughout the different stage (e.g. delivery to the laboratory sample preparation sample sorting; sample identification; results reported to EPA). The plan shall include a schedule that:

Assumes that EPA will exercise all options (i.e. the plan should address processing time and scheduling on 1500 samples from the 2020 field sampling and 100 samples from 2021)

Specifies preferred number of samples and timing of when the batch laboratory should deliver the sample to the contractor. In developing the delivery schedule, consider:

- a. Because few crews sample early in the season (e.g. May and early June), the batching lab would have relatively few samples to ship to the laboratory .
- b. It is not desirable to have many samples at the batching laboratory for a long time. EPA also intends to close the batching laboratory relatively soon after the field season ends (e.g., November 2020; November 2021).
- iii. Projects the number of samples in each of the analysis stages (e.g., receipt, sorting, identification, results submitted to EPA) in a given period of time (e.g., monthly, quarterly);
- iv. Completes all laboratory analyses and all activities from the 2020 field season by August 1, 2021 and at least two months prior to the end of the period of performance for samples collected in 2021; and
- v. Responds to EPA's data questions between August 1, 2021 and September 30, 2021 and during the final two months of the period of performance for samples collected in 2021.

the contractor shall review and if appropriate expand upon and/or confirm the plan and schedule submitted with the proposal.

- c. Status Summaries: Prior to delivering the progress report, the contractor shall provide monthly status summaries. The monthly status summary shall match the time period covered by the progress report. The contractor shall provide Excel spreadsheets with the monthly status summaries that include:
- i. The number of samples received by the lab (cumulative total and number received during that reporting cycle).

- ii. The number of samples for which the laboratory has finished each of the analysis stages (cumulative total and number completed during that reporting cycle).
 - iii. The number of samples for which the laboratory has submitted complete results (for that sample) to EPA (cumulative total and number submitted during that reporting cycle).
 - iv. The taxonomists that performed the identifications. Separately, provide the resume (or cv) for each taxonomist. The contractor only needs to provide the resume once for each taxonomist.
 - v. Percent capacity reached in the contract (i.e., number of sample results delivered compared to the maximum number specified in task order when all quantities are exercised); and percent capacity of samples ordered or 'exercised' (i.e. number of samples results delivered compared to the number of samples included in exercised quantities).
 - vi. Data for the samples processed, or reconciled, since the previous summary. The contractor shall report the data using EPA's data template, but updated with the new, revised, and reconciled data. In addition, the contractor shall provide a separate case narrative (e.g., emailed Word or pdf file) for the EPA TOCOR to review with the data.
 - vii. Filename for each image corresponding to taxon identified in the processed data (task 1.c.v). Separately provide any new image. (The contractor only needs to provide an image for a taxon once.)
 - viii. Provide a simple list of the invoiced samples with the EPA sample #, site ID, and visit #. The TOCOR will compare the list with the NCCA master list of samples to verify that every sample has been invoiced one time.
- d. Monthly Progress and Financial Reports: The contractor shall provide a progress and financial report each month that matches the costs in the corresponding invoice.
- i. The contractor shall provide a progress report each month that includes project status; expenditures to date; number of samples in each processing stage compared to the contractor's plan/schedule; unexpected problems or concerns, including with quality assurance; lessons learned; Quality Assurance / Quality Control (QA/QC) activities; and next steps. The contractor shall prepare and submit the monthly progress reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
 - ii. The contractor shall prepare and submit the financial reports in accordance with the contract clause, Contract Attachment 2, Reports of Work.
 - iii. For the sample analyses completed during the month and billed in the invoice, the financial report shall identify the sample using its site identification code and EPA sample identification.
 - iv. For the month in which the contractor delivers the final database for Task 4, the contractor shall include the costs for Task 4.
- e. Issues Requiring EPA Resolution: The contractor shall immediately notify the EPA TOCOR of any unexpected problems or concerns, including but not limited to issues with QA/QC, and recommend remedies or corrective actions. Upon receiving written technical direction from the EPA TOCOR, the contractor shall revise its schedule in the technical proposal and respond to any additional comments/concerns from the EPA TOCOR

following submission of the revised plan. The contractor also shall include problems and concerns in the monthly progress report.

Deliverables and Schedule under Task 1:

Subtask	Deliverable	Due
a.	Participation in teleconferences	Date/time per written technical direction from EPA TOCOR based upon contractor's recommended dates/times
b.	Plan and Schedule (expanded or confirmation that the original is correct)	Within two months of award
c.	Status updates with data in spreadsheet, sample list, and separate case narrative.	Monthly
c.	Resumes for taxonomists attached to an email	Upon the taxonomist's assignment to task order
d.	Progress and financial reports in electronic format	Monthly
e.	Email	Immediately when issue identified.
e.	Revised technical plan and schedule request (as necessary)	Revisions within 5 working days per written technical direction and/or within 5 days of comments from TOCOR.

Task 2. Quality Assurance (Contract PWS B.3)

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's Quality Management Plan incorporated into this NARS 2 contract;
- NCCA Survey QA documents how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
 - Quality Assurance Project Plan (QAPP)
 - Laboratory Operations Manual (LOM)

The NCCA 2020 quality documents will evolve throughout the task order. The contractor shall notify the EPA TOCOR immediately if it identifies areas where its previous activities are not consistent with the revisions made to the QAPP and LOM. The EPA TOCOR will determine whether any modifications to the contractor's previous activities will be necessary, which may require a modification to the task order by the EPA Contracting Officer (CO).

- a. The contractor shall demonstrate a commitment to adhere to the QAPP, the contractor's Quality Assurance Official (QAO) and each laboratory's QAO shall sign the page "Review & Distribution Acknowledgment and Commitment to Implement" in the introductory section of the QAPP. The contractor shall distribute the version of the QAPP and LOM available at award of the task order, and any additional revisions approved by the EPA QAO, throughout the contractor's organization, including subcontractors and consultants. If EPA distributes an updated version of the LOM and states that it contains a "significant change" relevant to taxonomic analyses, the contractor shall acknowledge, in writing (e.g., Email), that it has received and distributed the revised LOM to the appropriate personnel.
- b. The contractor shall demonstrate its implementation of QA in performing the other tasks in this Performance Work Statement. The contractor shall document its QA activities as follows:
 - i. Standard Operating Procedures (SOPs) and any other quality assurance documentation developed or adopted by the contractor's laboratory for use in performing the required analyses. If the contractor does not develop or modify them as part of the costs incurred by the task order, the contractor may claim the SOPs to be proprietary.
 - ii. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.
 - iii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report.
- c. The contractor shall demonstrate its ability to conform to NCCA measurement quality objectives. The contractor shall, at a minimum, ensure that the data meet the measurement quality objectives in the QAPP.
- d. The EPA will assess Contractor performance in accordance with the Quality Assurance Surveillance Plan (QASP), paragraph VII of this PWS.

Deliverables and Schedule under Task 2:

Subtask	Deliverable	Due
a.	Original QAPP signature page	No later than 5 working days after effective date of task order or 5 working days after receiving the EPA approved QAPP if not approved at effective date

Subtask	Deliverable	Due
	Email acknowledgement of LOM with “significant change”	No later than 10 working days after receiving revised LOM
	Laboratory SOPs	No later than 5 working days after effective date of task order. If the laboratory modified the SOPs during the performance period, provide the final versions 5 working days before the end of the performance period. Otherwise, provide an email stating that the SOPs have remained unchanged throughout the task order.
	Documentation of QA activities	With deliverables
	Taxonomist resume	When assigned to task order
	Bench sheets with QC Officer review	With monthly progress report
b.	Monthly reports of QA activities during months when samples are delivered and/or processed	With monthly progress report
c.	Data and QC elements identified in procedure	With database

Task 3. Benthic Analysis (Contract PWS B.3., C.4)

The contractor shall strictly follow ALL benthic macroinvertebrate procedures in the appropriate QAPP and LOM for sorting, counting and identifying benthic macroinvertebrate organisms in the samples. All samples shall be fully sorted, identified and enumerated. The use of subsampling procedures is not authorized for this task order. The contractor shall provide expert taxonomists for identifying marine and Great Lake samples, including those who have appropriate expertise in identifying taxa from the Northeast, Mid-Atlantic, Southeast, Gulf of Mexico and West Coasts of the continental U.S.

Of the total samples expected to be submitted for taxonomic identification under this task order, approximately 75 to 78% of the samples are expected to be marine/estuarine samples and approximately 22 to 25% of the samples are expected to be freshwater. **The contractor may choose to submit a single per-sample cost for all samples, or may choose to submit separate per-sample costs for estuarine/marine samples and freshwater Great Lakes samples. The total difference for already processed/invoiced samples should also be included.**

In order to guide the contractor in proposing per-sample costs, the following summary statistics of benthic macroinvertebrates from the 2015 NCCA are provided:

Estuarine /marine Sample Summary n = 703	Species Count per sample	Individual organism Count per sample
average	27.88336	532.5078

minimum	1	0
Q1	10	67
median	21	179
Q3	37	487
maximum	186	22535

Great Lakes Sample Summary n = 296	Species Count per sample	Individual organism Count per sample
average	20.30743	280.7534
min	1	1
Q1	11	51.25
Median	18	150.5
Q3	27	350
max	86	3747

If the contractor identifies a situation requiring a minor change in the protocol, the EPA TOCOR must approve the deviation before the contractor can implement the change.

In addition to the delivery of data addressed in Task 1, the contractor shall provide the deliverables resulting from the following activities:

- a. Log each sample and record the condition of the sample into the NARS Information Management (IM) provided spreadsheet and email to NARS IM; contact information will be provided by the TOCOR before sampling begins) within 24 (clock) hours of the sample arriving at the laboratory. If the sample does not arrive when expected, the contractor shall immediately notify the EPA TOCOR or her designee.
- b. Provide an email to the EPA TOCOR with any recommended changes to keys and references.

- c. Develop a reference library using preserved specimens and digital photo imagery (see digital specifications in the LOM). In the library, the contractor shall include one of each unique type of organism identified, as described in the LOM. The contractor shall provide access to the specimens and a copy of the digital library to EPA. Note, EPA may identify some samples (e.g., from National Park Service lands) that must be returned; the contractor shall not include specimens from these samples in the reference library.
- d. Retain:
 - Samples and sorting residuals for the period specified in the laboratory method.
 - Original records, including bench notebooks and the reference library, for a minimum of ten (10) years from the date that EPA publishes the NCCA 2020 data publicly. If EPA determines that transfer to another location is necessary, EPA will make separate arrangements (e.g., task order modification, purchase order) with the contractor for any necessary packaging and shipping expenses. Otherwise, at the end of the retention period, the contractor shall follow its internal protocols for disposal.
- e. Unless the TOCOR grants an exception, the contractor shall not publish findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

Deliverables and Schedule under Task 3:

Subtask	Deliverable	Due
a.	Sample logged into NARS IM system	Within 24 (clock) hours of sample receipt
a.	Email identifying missing sample	Immediately if sample does not arrive when expected
b.	Email with recommended changes to keys and references	Within 5 working days of identified need for change.
c.	Access to specimens in reference library	Upon EPA TOCOR's written request via technical direction.
c.	Copy of digital library by email, FTP transfer, or SharePoint upload	With final database. Interim copies within 10-15 days per written technical direction from the EPA TOCOR.
d.	Access to laboratory notebooks	Upon EPA TOCOR's written request via technical direction.

Task 4. Final Database (Contract PWS B.1, B.3, C.4)

- a. The contractor shall provide revised and final databases for the results of the benthic analyses from samples collected in 2020 as described in Task 1b. The contractor shall provide:
 - i. Responses to EPA's questions about the data, as conveyed by the EPA TOCOR's technical direction.

- ii. Revised databases per written technical direction describing required changes based upon EPA's review of the data and reconciliation activities.
- iii. Final database that incorporates revisions identified by the EPA TOCOR's technical direction.
- b. For samples collected in 2021, the contractor shall provide a compiled, but separate, dataset by July 31, 2022 and will answer EPA questions ~~during~~ in August. The contractor shall provide a final dataset that incorporates revisions identified by the last two months of the period of performance EPA TOCOR no later than August 31, 2022.
- c. For samples collected in 2022, the contractor shall provide a compiled, but separate dataset by April 1, 2023 and respond to EPA questions during April. The contractor shall provide a final dataset that incorporates revisions identified by the EPA TOCOR no later than May 1, 2023.

Deliverables and Schedule under Task 4:

Subtask	Deliverable	Due
a.i	Email with responses to data questions	1-5 working days per technical direction
a.ii and b	Revised databases and emails that summarize the changes	10 working days after receiving the EPA TOCOR's written technical direction. The contractor shall assume five revisions and associated summaries will be required as a result of EPA's review of the data during the periods identified in Task 1b
a.iii.	Final database	10 working days after receiving written technical direction; but no later than 5 working days prior September 30, 2021 for 2020 samples
b	Compiled dataset	10 working days after receiving written technical direction; but no later than 5 working days prior to the end of the period of performance <u>August 31, 2022</u>
<u>c</u>	<u>Compiled dataset</u>	<u>10 working days after receiving written technical direction; but no later than May 1, 2023</u>

VI. TRAVEL

EPA does not anticipate that any travel will be necessary to perform the tasks in the Performance

Work Statement.

VII. QUALITY ASSURANCE SURVEILLANCE PLAN

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
Management and Communications:	Any issue adversely impacting project schedules, cost, time or quality shall be	EPA TOCOR will identify unreported issues.	Two or more incidents where the contractor:
Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.	brought to the attention of the EPA TOCOR within 3-working days of occurrence.		<ul style="list-style-type: none"> Does not provide timely notification; or Created a severe adverse situation <p>will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management. Fewer than two incidents where the contractor does not meet the measurable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.</p>
Timeliness: Data (Task 1) and databases (Task 4) shall be delivered in accordance with the schedule developed in PWS Task 1. After EPA accepts the final schedule in Task 1, it is unlikely that EPA will be willing to extend the schedule due to any factors under the contractor's control (e.g., to complete work under another contract).	<ul style="list-style-type: none"> No more than 25% of the data for Task 1 shall be submitted more than 3 working days past the date in the accepted schedule. None of the data for Task 1 shall be submitted more than 40 working days past the date in the accepted schedule. No more than 10% of the revised databases (Task 4) shall be submitted more than 3 working days past the date in the accepted schedule. No delays in submitting the final database (Task 4) by the "no later than" date in the PWS. 	100% of the progress reports, data submissions, and databases will be reviewed by the EPA TOCOR monthly to compare actual delivery dates against those in the approved schedule from Task 1 and Task 4.	Unsatisfactory rating under the category of Schedule in CPARS when the contractor does not meet the measurable performance standards during the applicable period of performance.

Technical Effort: The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NCCA QAPP, and the benthics method.	No more than 25% of reviewed deliverables and data shall require revisions to meet the requirements of the QMP, NCCA QAPP, data templates, and benthics method. None of the samples in the final database (Task V.4) shall have other than full sorts and counts.	100% of the data, taxonomists' resumes, and training certifications (per Task 1) will be reviewed by the EPA TOCOR to identify noncompliance issues with the QMP, NCCA QAPP, and benthics method. Final database will be reviewed for full sort and count information.	Unsatisfactory rating under the category of Quality in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.
Performance Requirement	Measurable Performance Standards	Surveillance Method	Incentives/Disincentives
	All of the assigned staff must meet the LOM requirements for their assigned duties.		